

**BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION**

400 R Street Suite 5000, Sacramento, CA 95814-6200
 P.O. Box 980818, West Sacramento, CA 95798-0818
 (916) 445-3427
www.bppve.ca.gov

**2002 Annual Report****Instructions for Institutions With Approval to Operate**

2002 Annual Reports are due December 18, 2003 and become delinquent on January 19, 2004

Each institution approved to operate under the Private Postsecondary and Vocational Education Reform Act must submit an Annual Report to the Bureau for Private Postsecondary and Vocational Education (Bureau), each year, on a date designated by the Bureau. The Annual Report includes information for educational programs offered in the prior fiscal year and financial information demonstrating compliance with Education Code sections 94804 and 94855. Delinquent institutions may be subject to disciplinary action by the Bureau.

The 2002 Annual Report packet includes:

1. Identification Sheet with the institution's main site's name, institution's main site's school code, physical and mailing addresses
2. Cover Letter
3. Financial Information - Form 2002-1
4. Educational Programs Reporting Form – (Degree) - Form 2002-2a
5. Educational Programs Reporting Form – (Non-Degree) - Form 2002-2b
6. Program Completion Rates and Placement Data Reporting Form (Article 7 – Maxine Waters) - Form 2002-2c
7. Attestation/Signatory Form - Form 2002-3
8. Information Practices Act Notice

GENERAL INSTRUCTIONS

- © Make copies of the forms provided or download forms using Adobe Acrobat from the Bureau's Web site located at www.bppve.ca.gov
- © If you download additional forms, print them on a laser printer.
- © If you submit forms in writing, print clearly using a black pen only.
- © The 2002 Annual Report should only be completed by the main site or primary teaching location of the institution. Data for the institution's main, branch and satellite locations is to be consolidated and reported on one report to avoid duplication and to eliminate discrepancies. An institution includes its branch and satellite campuses as described under section 94730 of the Education Code.
- © Place the institution's main site's school code on each form as it appears on the enclosed cover letter. Most school codes have seven (7) digits, but some school codes may have eight (8) digits.
- © For schools with seven (7) digits, insert the school code in the blank boxes; omit the last gray box. Example:

1	2	3	4	5	6	7	
---	---	---	---	---	---	---	--
- © Round financial information to the nearest whole dollar amount - Round down for totals ending with less than \$0.50, round up for totals ending with \$0.50 or more (e.g., for \$24,623.44 use \$24,623; for \$25,666.60 use \$25,667). Round percentages to the nearest whole number (e.g., for 87.4% use 87% as the tenth of a percentage point is under .5%; for 94.6% use 95% as the tenth of a percentage point is .5% or over).

- © Return the completed forms in a 9"x12" envelope. Do not fold the forms as creases may prevent the forms from being adequately scanned/read electronically.
- © Return the completed Annual Report to the Bureau at:

2002 Annual Report
Bureau for Private Postsecondary and Vocational Education
P.O. Box 980818
West Sacramento, CA 95798-0818

INSTRUCTIONS FOR COMPLETING FORMS

FORM # 2002-1 (Financial Information) SPECIAL INSTRUCTIONS

Block 1: Enter your main site's school code.

Block 2: Enter your main site's school name.

Block 3: Enter the month your institution's fiscal year ended in 2002. Unless otherwise provided, all information in the Annual Report must be reported based on your institution's fiscal year ending in 2002.

Block 4: Enter the type of financial report that is being filed with the Bureau. Financial reports prepared on an annual basis include a balance sheet, statement of operations, statement of cash flow and a statement of retained earnings or capital. Please note that your work papers for the financial statements must be retained by your institution for five years from the date of this report and must be made available to the Bureau upon request after completion of the report.

MORE THAN \$750,000

If your institution collected seven hundred and fifty thousand dollars (\$750,000) or more in total student charges in its preceding fiscal year, it must file financial reports prepared in accordance with generally accepted accounting principles established by the American Institute of Certified Public Accountants, and audited or reviewed by an independent certified public accountant who is not an employee, officer, or corporate director or member of the governing board of the institution. Complete Block Numbers 6-31 and submit copies of the audit report or review that supports this data.

If the institution is a corporation that is publicly traded on a national stock exchange, skip Block Numbers 6-31 and submit a copy of the corporation's annual report to the Bureau (Ed. Code, § 94806(e).)

LESS THAN \$750,000

An institution that collected less than seven hundred and fifty thousand dollars (\$750,000) in total student charges in its preceding fiscal year must file financial reports prepared in accordance with generally accepted accounting principles established by the American Institute of Certified Public Accountants. This type of institution should complete Block Numbers 6- 31 and check the box titled "Compilation." An individual with sufficient training to

adhere to the required accounting principles may prepare this type of institution's financial report.

If an institution already filed a Biennial Audit Report with the Bureau under Education Code section 94862 during the year 2002, check the box titled "Biennial Audit Report" and skip Nos. 9-31. You do not need to file another financial report.

Blocks 5-5a: Check the box of the reporting entity. For purposes of complying with the financial reporting requirements, the Bureau may consider the financial resources of a parent corporation if the parent corporation has complied with the requirements of Education Code sections 94804(c)(1), (2).

Blocks 6-8: Income: Annual Gross Revenue means all revenue during a fiscal year, such as tuition, fees, and other charges derived by an institution from any source for any education, instruction, training, or any services incident thereto. (Title 5, California Code of Regulations (CCR) Section 74002.) Annual Gross Revenue does not include unearned tuition and refunds. Income not fitting the definition for Annual Gross Revenue as described above should be entered in Block 7 as "Other Income." Add Blocks 6 and 7 and enter the total amount of income in Block 8.

Blocks 9-31: Operating Expenses; Assets; Liabilities; Equity: Enter your institution's operating expenses, assets, liabilities, and equity as specified on the form and from the financial report submitted by your institution.

GENERAL INSTRUCTIONS FOR EDUCATIONAL PROGRAMS FORMS

Form # 2002-2a (Degree); Form # 2002-2b (Non-Degree): Complete one form for each degree level or diploma program your institution offered in your institution's fiscal year ending in 2002. A degree is any type of degree or honorary degree or title of any designation signifying satisfactory completion of an academic, educational, technological, or professional program of study beyond the secondary school level or is an honorary title (Ed. Code, § 94726.)

Form # 2002-2c (Article 7-Maxine Waters Student Protection Act): If no other degrees or diploma programs are offered, complete this form if applicable.

Form # 2002-2A (Degree-granting Institutions) SPECIAL INSTRUCTIONS

Block 1: Enter your main site's school code.

Block 2: Enter each degree level offered during your institution's fiscal year ending in year 2002. You must complete one form for each degree level offered. A degree means any type of degree or honorary degree or title of any designation signifying satisfactory completion of an academic, educational, technological, or professional program of study beyond the secondary school level or is an honorary title. (Ed. Code, § 94726.)

Block 3: Enter the total number of students enrolled in this degree level for your institution's fiscal year ending in 2002.

- Block 4:** Enter the number of degrees and diplomas awarded for this degree level during your institution's fiscal year ending in 2002.
- Block 5:** Education Code section 94825 requires institutions to publish a current schedule of all student charges and to provide a copy to all current and prospective students prior to enrollment. **Enclose** with your completed 2002 Annual Report a copy of your institution's schedule of tuition and fees required for each term, program, course of instruction or degree offered in your institution's fiscal year ending in 2002. (Copies or pages from your institution's year-2002 catalog, brochures or enrollment agreements may comply with this requirement.)
- Note: Colleges and universities that are classified as non-profit institutions owned by a bona fide church or religious organization as described under Education Code section 94739(b)(6) only need to report information on the first five blocks of Form # 2002-2a for each degree level offered.
- Block 6:**
- A. Check the "yes" box if this educational service is subject to Article 7 (Maxine Waters Student Protection Act), and complete Form No. 2002-2c.
 - B. Institutional programs subject to Article 7 (beginning at Education Code section 94850 and following) have particular data reporting requirements as specified on Reporting Form No. 2002-2c. Refer to Education Code sections 94785, 94786, 94787 and 94790 for a list of exemptions and whether Article 7 applies to your educational services.
- Block 7:** Check the "yes" box and complete the rest of this form if this degree is designed to prepare students for a particular vocational, trade, or career field (e.g., law degree). If this degree level does not prepare students for a particular vocational, trade, or career field, check the "no" box and leave the remaining questions on this form blank. Remember to complete one Form No. 2002-2A for each degree offered by your institution.
- Block 8:** Enter the number of students who began this program and successfully completed the entire program in fiscal year ending in 2002.
- Block 9:** Enter the percentage of students who began this program and successfully completed this program in fiscal year ending in 2002. The rate is calculated by determining the percentage of students enrolled in the program who were originally scheduled, at the time of enrollment, to complete the program in your institution's fiscal year ending in 2002 and who successfully completed the program.
- Block 10:** Enter the passage rates of graduates in the program in the fiscal year 2002 on any licensure or certificate examination required by the state for employment in the particular vocational, trade, or career field and on any licensing preparation examination as required under subdivision (a) of Education Code section 94734 for which data is available. Education Code section 94734(a) defines licensing preparation examination as an educational program designed to assist students

to prepare for an examination for licensure. Check the "not applicable" box if this block does not apply.

Block 11: Enter the number of students who began the program and secured employment in the field for which they were trained in your institution's fiscal year ending in 2002. In calculating this rate, consider as not having obtained employment, any graduate for whom the institution does not possess evidence, documented in his or her file, showing that he or she has obtained employment in the occupation for which the program is offered.

Block 12: Enter the percentage of students who began the program and secured employment in the field for which they were trained in your institution's fiscal year ending in 2002. In calculating this rate, consider as not having obtained employment, any graduate for whom your institution does not possess evidence, documented in his or her file, showing that he or she has obtained employment in the occupation for which the program is offered.

Block 13: If your institution makes a claim to prospective students regarding the starting salaries of its graduates or the starting salaries or local availability of jobs in this field, enter the average annual starting wages or salary of the graduates for this program. If no such claims are made by your institution, leave the line blank.

FORM # 2002-2b (Non-Degree/Vocational Institutions) SPECIAL INSTRUCTIONS

Block 1: Enter your main site's school code.

Block 2: Enter each diploma program offered during your institution's fiscal year ending in 2002. Complete one entire form for each diploma program offered. A diploma means any certificate or document in any language, other than a degree, which signifies satisfactory completion of the requirements of an academic, educational, technological or professional program beyond the secondary school level. (Ed. Code, § 94728.) Program means a program of training, set of related courses, or education for which a student enrolls. (Ed. Code, § 94740.)

Block 3: Enter the total number of students enrolled in this diploma program during your institution's fiscal year ending in 2002.

Block 4: Enter the number of diplomas awarded for this diploma program during your institution's fiscal year ending in 2002.

Block 5a: **Enclose** a copy of your institution's schedule of tuition and fees required for each term, program, course of instruction or degree offered in your institution's fiscal year ending in 2002. Copies of pages from your institution's year 2002 catalog, brochures or enrollment agreements may comply with this requirement. Education Code section 94825 requires institutions to publish a current schedule of all student charges and to provide a copy to all current and prospective students prior to enrollment.

Block 5b: All non-degree institutions are required to include a list of all educational services and courses of instruction offered during year 2002 in its annual report to the Bureau (Title 5, CCR sections 73850 (a)(2)). Your institution's year-2002 catalog or brochures may comply with this requirement.

Note: Colleges and universities that are classified as non-profit institutions owned by a bona fide church or religious organization as described under Education Code sections 94739(b)(6) only need to report information on the first five blocks of Form # 2002-2b for each diploma program offered.

Block 6: Check the "yes" box if this educational service is subject to Article 7 (Maxine Waters Student Protection Act) and complete Form # 2002-2c. Institutional programs subject to Article 7 (Maxine Waters Student Protection Act) (beginning with Ed. Code, § 94850 and following) have particular data reporting requirements as specified on Reporting Form No. 2002-2c. Refer to Education Code sections 94785, 94786, 94787 and 94790 for a list of exemptions and the applicability of Article 7 (Maxine Waters Student Protection Act) to educational services.

Block 7: Check the "yes" box and complete the rest of this form if this diploma program is designed to prepare students for a particular vocational, trade, or career field. If this diploma program does not prepare students for a particular vocational, trade, or career field, check the "no" box and leave the remaining questions on this form blank.

Block 8: Enter the number of students who began this program and successfully completed the entire program.

Block 9: Enter the percentage of students who began this program and successfully completed the entire program. The rate is calculated by determining the percentage of students enrolled in the program who were originally scheduled, at the time of enrollment, to complete the program in fiscal year 2002 and who successfully completed the program.

Block 10: Enter the passage rates of graduates in the program in the fiscal year 2002 on any licensure or certificate examination required by the state for employment in the particular vocational, trade, or career field and on any licensing preparation examination as required under subdivision (a) of Education Code section 94734 for which data is available. Education Code section 94734(a) defines licensing preparation examination as an educational program designed to assist students to prepare for an examination for licensure. If this block does not apply, check the box indicating "not applicable."

Block 11: Enter the number of students who began the program and secured employment in the field for which they were trained.

Block 12: Enter the percentage of students who began the program and secured employment in the field for which they were trained. In calculating this rate, your institution must consider as not having obtained employment, any graduate for whom your institution does not possess evidence, documented in his or her file,

showing that he or she has obtained employment in the occupation for which the program is offered.

Block 13: If your institution makes a claim to prospective students regarding the starting salaries of its graduates or the starting salaries or local availability of jobs in this field, enter the average annual starting wages or salary of the graduates for this program. If no such claims are made by your institution, leave the line blank.

FORM # 2002-2c (Program Completion Rates and Placement Data for Institutions Subject to Article 7 – Maxine Waters Student Protection Act) SPECIAL INSTRUCTIONS

Block 1: Enter your institution's (main) school code.

Block 2: Enter the type of program or course subject to Article 7 (Maxine Waters Student Protection Act) and offered during the two most recent calendar years ending at least eight months before reporting to the Bureau – Jan. 1, 2001– Dec. 31, 2002. (Ed. Code, §§ 94954[k], [l].) All data will be reported for this time period unless otherwise specified.

Block 3: Check the “yes” box if your institution offered this program/course for at least one calendar year before **January 1, 2003**. If not, check the “no” box and skip the remaining sections of this form. Remember to complete one Form # 2002-2c for each course or program offered during the time period of Jan. 1, 2001– Dec. 31, 2002 (“time period” – Ed. Code, §§ 94954[k], [l].)

Block 4: Enter the number of students who began this program, did not cancel per Education Code section 94867, were originally scheduled to complete the program during this time period and completed the program. Exclude from your computations any students who did not complete due to death, disability, illness, pregnancy, military service, or participation in the Peace Corps or Domestic Volunteer Service.

Block 5: Enter the percentage of students who began this program, did not cancel per Education Code section 94867, were originally scheduled to complete the program during this time period and completed the program. Exclude from your computations any students who did not complete due to death, disability, illness, pregnancy, military service, or participation in the Peace Corps or Domestic Volunteer Service.

Block 6: Check the applicable box. If no students were excluded based on these criteria, check “N/A.”

Block 7: If your institution offers non-degree or vocational programs, enter the total number of students enrolled in this course during this time period.

Block 8: If your institution offers non-degree or vocational programs, enter the total number of students who cancelled as described under Education Code section 94867 during this time period.

Block 9: If your institution offers non-degree or vocational programs, enter the total number of students who did not cancel and withdrew before completion of this course or educational service during this time period.

Block 10: Enter the number of students who completed this program as scheduled during this time period and obtained employment starting within six months after completing the course in the occupations or job titles to which the course of instruction was represented to lead. You may exclude from your calculations a student who either:

- (1) decides not to obtain employment and within six months of completing this program, enrolls in another program to continue his or her education in an area that is related to this program, or
- (2) is in possession at the completion of this program of a valid U.S. Immigration and Naturalization Service Form I-20. (Ed. Code, § 94854(n).) For the purpose of calculating this employment placement rate, you may count a student as “employed after graduation” who drops out of this program after completing seventy-five percent (75%) of this program because the student has obtained employment which lasts for a period of at least sixty (60) days in the occupations or job titles to which this program of instruction is represented to lead (no more than ten percent (10%) of your total students can be counted as placed after graduation using this method). (Ed. Code, § 94854(o).)

Block 11: Enter the percentage of students who completed this program as scheduled during this time period and obtained employment starting within six months after completing the course in the occupations or job titles to which the course of instruction was represented to lead. You may exclude from your calculations a student who either:

- (1) decides not to obtain employment and within six months of completing this program, enrolls in another program to continue his or her education in an area that is related to this program, or
- (2) is in possession at the completion of this program of a valid U.S. Immigration and Naturalization Service Form I-20 (Ed. Code, § 94854(n).) For the purpose of calculating this employment placement rate, you may count a student as “employed after graduation” who drops out of this program after completing seventy-five percent (75%) of this program because the student has obtained employment which lasts for a period of at least sixty (60) days in the occupations or job titles to which this program of instruction is represented to lead (no more than ten percent (10%) of your total students can be counted as placed after graduation using this method). (Ed. Code, § 94854(o).)

Block 12: Check the appropriate box.

- Block 13:** If your institution used this category to exclude students from its employment placement reporting on Blocks 10-11, enter the number of students excluded based on this category. If this category was not used, leave this line blank.
- Block 14:** If your institution used this category to exclude students from its employment placement reporting on Blocks 10-11, enter the number of students excluded based on this category. If this category was not used, leave this line blank.
- Block 15:** If your institution used this category to count students in its employment placement reporting on Blocks 10-11, enter the number of students counted based on this category. If this category was not used, leave this line blank.
- Block 16:** If your institution makes any expressed or implied claim about the salary that may be earned after completing this program of instruction, such as a claim that the student may be able to repay a student loan from the salary received, disclose the percentage of students who were originally scheduled to complete the program in the year 2002 and who earn salaries at or above the claimed level. If no such claims are made, leave the line blank. (Ed. Code, §§ 94859(a) (2) (D).)
- Block 17:** If Block 16 applies, disclose the ranges of monthly salaries earned by these students in two hundred dollar (\$200) increments. Also, please specify the number of students in each salary range reported. Attach additional pages if necessary.
- Block 18:** If your institution represented in any manner that the program of instruction might lead to employment in an occupation or job title for which a state licensing examination is required, disclose the pass rate of graduates on any licensure or certification examination required by the state for the particular occupation or job title in the year 2002. (Ed. Code, §§ 94859 (a) (2) (E).) If no such claims were made, check the box indicating "not applicable."

Remember to complete one Form # 2002-2c for each course or program subject to Article 7 that your institution offered during the applicable time period. If your institution offers no other courses or programs, continue to Form # 2002-3.

FORM # 2002-3 (Attestation/Signatory Form) SPECIAL INSTRUCTIONS

- Block 1:** Enter your main site's school code.
- Block 2a:** Enter your main site's school name.
- Block 2b:** Enter the name of the person preparing the report and title.
- Blocks 3-4:** Student Tuition Recovery Fund Certification: Check only the box that applies to your institution. Education Code section 94808 requires that all annual reports contain a statement indicating whether your institution is or is not current on its payments to the Student Tuition Recovery Fund (Ed. Code, § 94945).

Block 5:

Check this box if the following applies to your institution. If your institution is a non-degree granting or vocational institution or an institution that offers educational services subject to Article 7, your institution's Annual Report needs to be signed under penalty of perjury by an individual with personal knowledge of the facts set forth in the report (e.g., Officer, Director, or Owner).

For assistance with completing this Annual Report, you may contact the Bureau at the Annual Report Help Line at (916) 322-1958 or e-mail the Bureau at: annual_report@dca.ca.gov.